

amphion

AMPHION U - USER MANUAL



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Purpose

Amphion U is a comprehensive e-learning system that allows you to maximize your education, at your time, your place.

2. Login

A. CREATE A NEW ACCOUNT

1. Visit <http://university.amphionmedical.com/login/index.php>
2. Click 'Create New Account' and complete the registration form by following the instructions shown on the logon screen, Figure 1. See paypal vs. self enrollment instructions below.

The screenshot shows the Amphion U login page. On the left, there is a 'Log in' section with fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below these fields are links for 'Forgotten your username or password?' and a note 'Cookies must be enabled in your browser'. On the right, a red-bordered box contains the text 'Is this your first time here?' followed by a welcome message and instructions for creating a new account. The instructions are divided into 'PayPal Instructions' and 'Self Enrollment Instructions (Amphion Employees)'. At the bottom of the red box is a 'Create new account' button.

Log in

Username

Password

Remember username

Forgotten your username or password?

Cookies must be enabled in your browser

<http://university.amphionmedical.com/>

Is this your first time here?

Welcome to Amphion U! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Here are the steps:

PayPal Instructions:

1. Fill out the **New Account** form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. Complete your transaction via PayPal or other optional payment method.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Self Enrollment Instructions (Amphion Employees):

1. Fill out the **New Account** form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. When prompted for an "enrollment key" - use the one that your manager has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

B. PAYPAL USERS

(for those who have been given a group enrollment key)

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.

6. Complete your transaction via PayPal or other optional payment method.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

C. SELF ENROLLMENT USERS

(for those who have been given a group enrollment key)

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. You will see enrollment options towards the bottom of the page. Select the option as you may have been directed and input the enrollment key that was given. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

4. Enrollment

A. SELF-ENROLLMENT

1. Login to your account using your newly created credentials.

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Is this your first time here?

Welcome to Amphion UI! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Here are the steps:

PayPal Instructions:

1. Fill out the **New Account** form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. Complete your transaction via PayPal or other optional payment method.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Self Enrollment Instructions (Amphion Employees):

1. Fill out the **New Account** form with your details.

2. View the courses that are available in the catalog found on your home page and select the course(s) you'd like to enroll in from the menu by clicking the title of the course. If you were given an enrollment key for a specific course, be sure to click the course that was noted to enroll in when you were provided with the key.

All courses

Courses ▼ Collapse all

▼ **ICD-10 Training Packages (2)**

ICD-10-PCS Training Package \$ ⓘ

ICD-10-CM Training Package \$ ⓘ

▼ **ICD-10 Expert Library (1)**

The Minnette Expert Coding Library (ICD-10-CM IP | ICD-10-CM OP | ICD-10-PCS) \$ ⓘ

▼ **ICD-10 Assessments (4)**

Post ICD-10-CM Assessment \$ ⓘ

Post ICD-10-PCS Assessment \$ ⓘ

Pre ICD-10-CM Assessment

- Next, input the enrollment key given to you in the option as you may have been directed (Self enrollment (Learner) is the option shown below). Next, click 'Enroll Me' and this will "enroll" you in the course.

Home » Courses » ICD-10 Individual Training Lessons » ICD-10-CM » Chapter 2 - Neoplasms » Enrollment options » Enrollment options

Navigation

- Home
- My learning
- Site pages
- My profile
- Current course
 - Chapter 2 - Neoplasms**
 - My courses

Administration

- Course administration
- Enrollment options**
- My profile settings

Supported Browsers

INTERNET EXPLORER VERSIONS 9, 10, AND 11 ARE THE RECOMMENDED BROWSERS FOR AMPHION U

Enrollment options

Chapter 2 - Neoplasms

This chapter includes changes in the neoplasm table as well as changes in the Official Coding Guidelines related to the sequencing of anemia with neoplastic disease. Other Official Coding Guidelines specific to Chapter 2 are also reviewed.

CEU Credit: 1

Self enrollment (Learner)

Enrollment key Unmask

This course requires a payment for entry.

PayPal
Cost: USD 59.95

Use the button below to pay and be enrolled within minutes!

- Once you have successfully enrolled in a course, a list of lessons included in that course will appear on your screen as shown below:

HOME MY LEARNING APPRAISALS FIND LEARNING CALENDAR

Home » My courses » ICD-10 Individual Training Lessons » ICD-10-CM » Chapter 2 - Neoplasms

Navigation

- Home
- My learning
- Site pages
- My profile
- Current course
 - Chapter 2 - Neoplasms**
 - Participants
 - Badges
 - Chapter 2 - Neoplasms
 - Chapter 2 Quiz
 - My courses

Administration

- Course administration
- Unenroll me from CM2
- Grades
- My profile settings

Supported Browsers

INTERNET EXPLORER VERSIONS 9, 10, AND 11 ARE THE RECOMMENDED BROWSERS FOR AMPHION U

Chapter 2 - Neoplasms

This chapter includes changes in the neoplasm table as well as changes in the Official Coding Guidelines related to the sequencing of anemia with neoplastic disease. Other Official Coding Guidelines specific to Chapter 2 are also reviewed.

- Chapter 2 - Neoplasms**
- Chapter 2 Quiz**

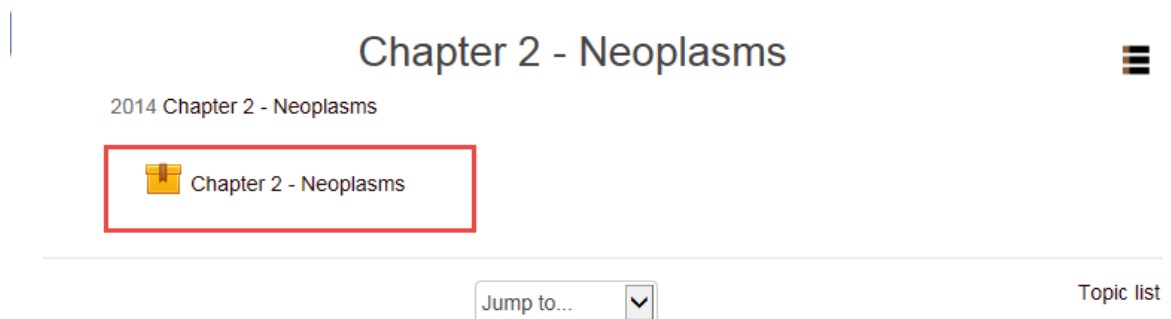
4. Navigation within a Course

Each course is setup in a folder view, with each activity for that course filed in its own folder. See the instructions below for navigating within a course.

A. BEGINNING A COURSE

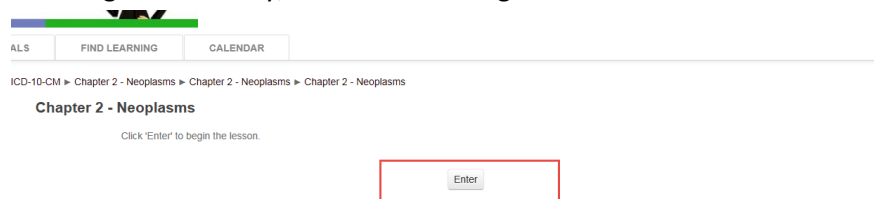
Once you are ready to begin a course follow the instructions below:

1. Click the title of the activity you'd like to begin. A link to open the activity will appear as shown in the example below. Click the activity link.



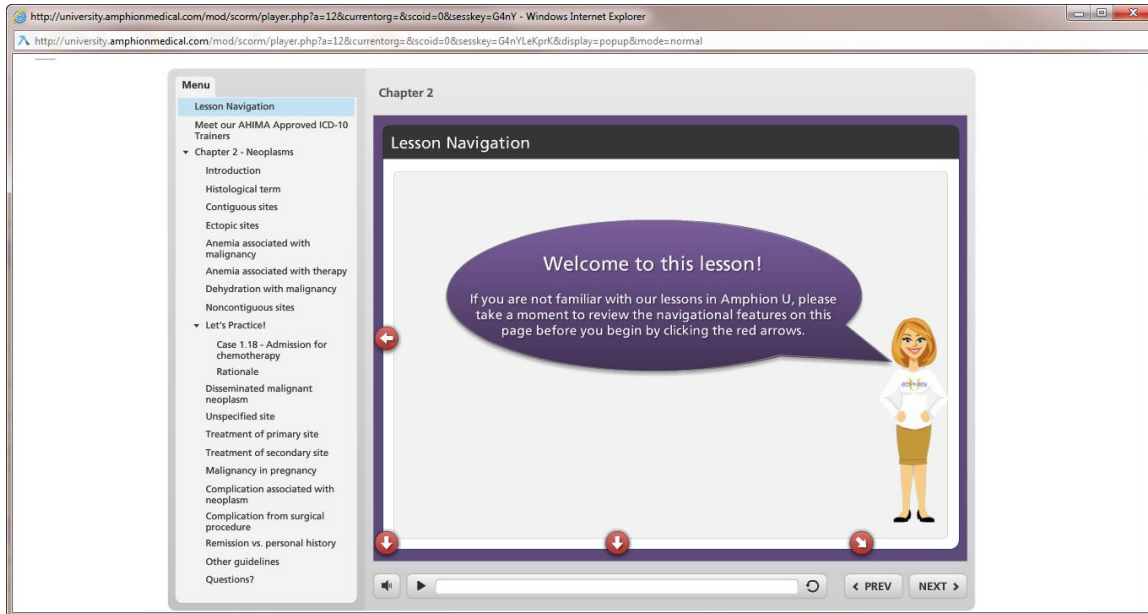
The screenshot shows a course page titled "Chapter 2 - Neoplasms". Below the title, it says "2014 Chapter 2 - Neoplasms". A yellow folder icon with the text "Chapter 2 - Neoplasms" is highlighted with a red box. At the bottom of the page, there is a "Jump to..." dropdown menu and a "Topic list" link.

2. To begin the activity, click 'Enter' to begin.



The screenshot shows a lesson page for "Chapter 2 - Neoplasms". At the top, there are navigation tabs: "ALS", "FIND LEARNING", and "CALENDAR". Below the tabs, there is a breadcrumb trail: "ICD-10-CM > Chapter 2 - Neoplasms > Chapter 2 - Neoplasms > Chapter 2 - Neoplasms". The main heading is "Chapter 2 - Neoplasms". Below the heading, there is a small instruction: "Click 'Enter' to begin the lesson." A button labeled "Enter" is highlighted with a red box.

3. The activity will launch as shown below. When you are finished, close out of the window to return to Amphion U.



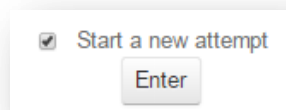
B. EXAMS/ASSESSMENTS

Each exam and or assessment may be setup differently depending on the purpose of the exam/assessment. Here are some important tips when navigating within your exam/assessment:

Multiple Attempts

Some exams/assessments allow the user to complete more than one attempt. For the exams/assessments that allow this, you can start a new attempt by marking the "Start a new attempt" checkbox and clicking 'Enter'.

If your assessment/exam displays a summary screen at the end of your first attempt, the summary of the first attempt will be lost after beginning another attempt. The assessment/exam will always only display the summary of the last attempt taken by the user.



Grades

Many exams/assessments allow for unlimited attempts by the user. Each is setup to track only your **highest** attempt. Your highest attempt can be found in your grades.

To navigate to your grades, open the course in which the exam/assessment is located. Click to expand 'Course Administration' found in the side bar on the left-hand side of your screen, then click 'Grades'.

BROWSERS FOR AMPHION U Inpatient CM Competency Exam

Navigation

- Home
- My learning
- Site pages
- My profile
- ▾ Current course
 - ▾ **Inpatient CM Competency Exam**
 - Participants
 - Badges
 - Inpatient CM Competency Exam
 - Inpatient CM Competency Exam
 - My courses

Administration

- ▾ Course administration
 - Unenroll me from IPCMCOMP
 - Grades**

Your highest attempt will be displayed for this course in your view. Please note, the site manager is able to view the score of all of your attempts, but only the highest attempt is saved as valid.

User report ▼

User report - Student1 One

| Grade item | Grade | Range | Percentage | Feedback |
|------------------------------|-------|-------|------------|----------|
| Inpatient CM Competency Exam | | | | |
| Inpatient CM Competency Exam | 97.65 | 0-100 | 97.65% | |
| Course total | - | 0-100 | - | |

Saving and Closing an Incomplete Exam/Assessment

Your progress will always be saved when you close out of an unfinished exam/assessment either by closing out of the window the exam/assessment is displaying in, or by clicking the 'Save and Exit' button found within the window the exam/assessment.

Please note, if you save and exit (or close out of) an unfinished exam/assessment, you may see a partial grade for the attempt you have in progress – **THIS IS NOT YOUR FINAL SCORE.** Your final score is saved as such when you go back in and complete the exam/assessment.

To continue with your unfinished exam/assessment, navigate back to the course page and click 'Enter' as you did in section 5.A.2 of this guide.

5. Technical Support

For technical support, please submit a ticket at <https://help.amphionmedical.com> or call directly at 608-227-0560 X5100.